

### 61.1 General Discussion

Congress determined that competitive bidding is the preferred method of performing projects. Therefore, local agencies using their own forces to construct Federal Highway Administration (FHWA) projects must demonstrate that this is the most cost-effective method. Only local agencies operating under CA may administer an FHWA project using agency forces. It is the responsibility of the agency to ensure that the agency-force work is within its day labor statutory limits for construction costs (refer to RCW 36.77 and 35.77).

Projects may be designed and constructed by one local agency on behalf of another when approved by the Washington State Department of Transportation (WSDOT).

This chapter addresses the differences between Local Ad and Award, local administered projects by contract and bidders, Chapters 46 and 52, and construction performed by the Local Agency forces.

The development of a project for construction by local agency forces follows the same procedures as for a competitive bid contract as defined in Chapters 43 and 44 through the right-of-way acquisition process (Chapter 25).

### 61.2 PS&E Requirements

The requirements of Chapter 44, will apply to the design and development of these projects.

### 61.3 PS&E Approval

The PS&E must be approved as described in Chapter 44.

### 61.4 Fund Authorization

A supplement to the Local Agency Agreement (Chapter 22) must be submitted to the Regional Highways and Local Programs Engineer requesting authorization of construction funds.

### 61.5 Contract Number

Construction work by local forces shall not start until a Highways and Local Programs contract number has been obtained from the Regional Highways and Local Programs Engineer.

### 61.6 Construction Administration

**.61 General Discussion.** FHWA and the Washington State Department of Transportation (WSDOT) are responsible for the proper expenditure of FHWA funds on local agency projects. In this capacity, Olympia Service Center and Regional Highways and Local Programs Personnel will consult and work with local agencies as needed and will perform systematic project management reviews to ensure that proper procedures are followed.

General guidelines for construction will be administered in accordance with the *Local Agency Guidelines* (LAG) Chapter 52. Materials will be inspected in accordance with the *WSDOT Construction Manual* and LAG Chapter 52. (In case of conflicting guidelines, Chapter 52 governs over the *Construction Manual*.)

**.62 Preconstruction Conference.** Refer to Chapter 52.

**.63 Quality Control.** The quality of materials and workmanship on the project must conform to the project specifications so that the public funds expended will have purchased a safe, economical, and fully functional transportation facility. Refer to Chapter 52.

**.64 Progress Billing.** Progress billing must be based on all work performed. Costs of the labor, equipment, and material must be documented, as described in Chapter 23.

**.65 Changes and Extra Work.** An agency should have a written policy for the approval of change orders to ensure that approval, either verbal or written, is given and documented prior to beginning work.

Whenever a change in the project work is required, the Local Agency shall prepare a change order and submit it to the approving authority for approval. This procedure is described in Chapter 52.

**.66 Completion of Construction.** The local agency will carry out the following requirements to ready the project for acceptance by WSDOT:

- Final Inspection — within 15 calendar days after completion of the work by agency forces, the Local Agency Project Engineer shall notify the Regional Highways and Local Programs Engineer with a request for final inspection and acceptance. Refer to Chapter 52.
- Final Reports — a construction project is complete when the items listed below are submitted by the Local Agency to the Regional Highways and Local Programs Engineer or the approving authority.
  - a. Final Billing (approving authority file).
  - b. Comparison of Preliminary and Final Costs (approving authority file). A listing showing the preliminary and final costs of the labor, equipment, and material.
  - c. Final Records (approving authority file). The Local Agency Project Engineer must document the work performed on the project. Documentation consists of any field books, inspector's record of field tests, project engineer's and inspector's

diaries, all invoices, weigh bills, truck measurements, quantity tickets, receiving reports, field office ledgers, mass diagrams, cross-sections, computer listings, work profiles, approved time slips, etc., when they are a basis of payment for work performed or material furnished. Photographs or video before, during, and after construction could be useful, especially if care is taken to show any unusual conditions, equipment, or procedures.

Final records shall be retained as specified in Chapter 53.

- d. Record of Material Samples and Tests. Records of samples and tests will be retained by the local agency for at least three years following acceptance of the project by the Assistant Secretary for Highways and Local Programs.
- e. Materials Certification (Chapter 52). The intent of the material certification is to assure that the quality of all materials incorporated into the project is in conformance with the plans and specifications and thus ensures a service life equivalent to the design life.

This material certification shall be completed in accordance with Sections 9-1.5C and 9-5.4 of the *Construction Manual*, and the sample in LAG Chapter 52.

This certification shall be retained by the local agency as specified in Chapter 53.

## 61.7 Project By One Agency for Another Agency

WSDOT approval is required whenever one local agency uses its forces to perform construction work for another agency. The request for approval shall include the following information:

- .71 Kinds of work to be performed.
- .72 Two cost estimates or other types of justifications; one for contracted work, and one for work by agency forces.
- .73 Reason(s) why the work to be performed by agency forces is considered cost-effective.

The cost estimate for the competitive bidding work may be based on unit prices, including any related engineering and administrative costs necessary to prepare, monitor, and close the project. The unit prices shall be based on competitive bidding on comparable construction work in the same general locality.

The requesting agency shall submit the request to the Regional Highways and Local Programs Engineer.

The Project Development Checklist should be used to guide these projects.

## 61.8 Appendixes

- 61.81 [Sample Local Agency Force Preconstruction Conference](#)

**(Sample Agenda Outline)**

- I. Order of Work
- II. Utilities and Railroads
  - a. Local Agency project engineer prepare list of affected services and representative to be contacted.
  - b. Underground service should be located.
  - c. Notification time required by organizations.
  - d. Insurance required, if any.
- III. Traffic Control and Safety
  - a. Uniform Traffic Control Devices Manual will control signing.
  - b. Review and discussion of traffic control plan (TCP).
  - c. Safety control on structures.
  - d. Flagman should use standard paddle and vest and must be certified with flagman card.
  - e. Speed regulation of construction equipment.
  - f. Local Agency project engineer designate by name the individual responsible for construction traffic control.
  - g. Safety and health requirements.
  - h. Request police to report all construction zone accidents to the Local Agency engineer.
- IV. Environmental Considerations
  - a. Commitment files.
  - b. Standard Specifications/Special Provisions.
- V. General Construction Discussion
  - a. Local Agency engineer explains how he plans to pursue the work.
  - b. Review of anticipated construction problems.

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